

ATTACHMENT 2
HEALTH CARE OPTIONS PROJECT
PROJECT MANAGEMENT MATRIX

The following matrix summarizes the tasks to be implemented including: action steps, assigned responsibility, collaboration involved in the task, and the timetable. The matrix includes tasks that are already in process as well as those tasks that will continue after the 12 month planning grant. The pre-grant activities reflect the planning and organization tasks necessary to move rapidly into the data collection and analysis efforts. The post-grant activities reflect the efforts required to complete the report required under State legislation, SB 480.

Task 1: Identify and Complete Necessary Pre-HRSA Grant Activities					
Action Steps	Anticipated Completion Date	Complete or estimated completion date?	Responsible Agency or Person	Anticipated Results	Evaluation/ Measurement/Comments
1. Identify Project Management Team and Project Coordinator	By 3/1/01	√	CHHS	List of members of Project Management Team and signed contract for Project Coordinator	Refer to Section 7: Evaluation Plan
2. Develop interagency agreements	By 3/1/01	√	CHHS and CRB	Multi-agency cooperation in project	Refer to Section 7: Evaluation Plan
3. Develop RFA for a Project Evaluator contractor	By 4/1/01	√	CHHS	Signed contract for Project Coordinator	Refer to Section 7: Evaluation Plan
4. Identify Technical Advisory Committee (TAC)	By 3/1/01	√	CHHS	List of members for TAC	Refer to Section 7: Evaluation Plan
5. Develop preliminary mailing list	By 3/1/01	√	CHHS, Project Coordinator, and Project Management Team.	Broad public awareness of project	Refer to Section 7: Evaluation Plan
6. Develop job descriptions	By 3/1/01	√	CHHS, Project Coordinator, and Project Management Team.	Strong project staff	Refer to Section 7: Evaluation Plan

Task 2: Develop and Implement Data Collection Efforts					
Action Steps	Anticipated Completion Date	Complete or estimated completion date?	Responsible Agency or Person	Anticipated Results	Evaluation/ Measurement
1. Develop agreements & processes to access databases	By 4/1/01	√	Project Coordinator and Project Management Team.	Access to multi-agency databases	Refer to Section 7: Evaluation Plan
2. Provide ongoing data required by HRSA	4/01/01 through 2/28/02	ongoing	CHHS	Fulfillment of grant requirement	Refer to Section 7: Evaluation Plan
3. Conduct literature reviews and syntheses for option papers	By 6/1/01	√	CRB	Summary of current research and analysis on approaches-	Refer to Section 7: Evaluation Plan
4. Print and disseminate background papers	By 7/15/01	√	CRB	Greater public awareness of issues and options. Baseline issue paper for authors of option papers and model contractor.	Refer to Section 7: Evaluation Plan
Task 3: Develop and Implement Analysis of Approaches					
Action Steps	Anticipated Completion Date	Complete or estimated completion date?	Responsible Agency or Person	Anticipated Results	Evaluation/ Measurement
1. Develop draft RFA for reform option papers	3/1/01	√	CHHS and Project Management Team	Draft available for public comment and feedback from TAC and stakeholders	Refer to Section 7: Evaluation Plan
2. Develop draft RFA for modeling contractor	4/1/01	√	CHHS and Project Management Team	Identify specific products from modeling effort Draft available for public comment and feedback from TAC and stakeholders.	Refer to Section 7: Evaluation Plan
3. Disseminate draft RFA to TAC and stakeholders for review and comment	4/1/01	√	CHHS	Receive comments on draft RFAs	Refer to Section 7: Evaluation Plan

Action Steps	Anticipated Completion Date	Complete or estimated completion date?	Responsible Agency or Person	Anticipated Results	Evaluation/ Measurement
4. Refine RFA for reform option papers considering TAC and stakeholder recommendations.	4/1/01	✓	CHHS, Project Management Team, and review team	Finalized RFA for Option Papers.	Refer to Section 7: Evaluation Plan
5. Refine RFA for model contractor considering TAC and stakeholder recommendations.	4/1/01	✓	CHHS, review team, and TAC sub-committee	Finalized RFA for Model Contractor.	Refer to Section 7: Evaluation Plan
6. Release of RFA for reform option papers	5/1/01	✓	CHHS and Project Management Team	Public release of RFA	Refer to Section 7: Evaluation Plan
7. Release of RFA for modeling contractor	5/1/01	✓	CHHS and Project Management Team	Public release of RFA	Refer to Section 7: Evaluation Plan
8. Response deadline to Option Papers' RFA.	6/1/01	✓	CHHS and Project Management Team	Receive responses to Option Papers RFA.	Refer to Section 7: Evaluation Plan
9. Response deadline to Model Contractor RFA.	6/1/01	✓	CHHS and Project Management Team	Receive responses to Model Contractor RFA.	Refer to Section 7: Evaluation Plan
10. Review & select option paper authors considering TAC and stakeholder recommendations.	7/8/01	✓	CHHS, Project Management Team, and Review team	Sign contracts for development of reform option papers.	Refer to Section 7: Evaluation Plan
11. Review and select modeling contractor considering TAC and stakeholder recommendations.	7/8/01	✓	CHHS, Project Management Team, and Review team.	Sign contract for modeling activities	Refer to Section 7: Evaluation Plan; The selection process for the modeler was modified to include two stages; two finalists were selected by 8/01 and the finalist will be selected by 10/01

Action Steps	Anticipated Completion Date	Complete or estimated completion date?	Responsible Agency or Person	Anticipated Results	Evaluation/ Measurement
12. Develop preliminary option papers, seeking technical assistance from TAC and model contractor as needed.	7/8/01 thru 9/30/01	✓	Selected authors	Development of preliminary options papers.	Refer to Section 7: Evaluation Plan
13. Submission deadline for preliminary option papers and model.	10/1/01	✓	CHHS and Project Management Team	Receive preliminary Option Papers.	Refer to Section 7: Evaluation Plan
14. Disseminate preliminary options papers for review and comment	10/1/01	✓	CHHS and Project Management Team	Opportunity for review and comment by interested parties.	Refer to Section 7: Evaluation Plan
15. Review option papers and evaluate options with model.	12/1/01	11/1/01-1/1/02	CHHS, Project Management Team and Model Contractor	Ensuring papers provides sufficient detail	Refer to Section 7: Evaluation Plan
16. Option papers refined, considering TAC and stakeholder recommendations.	1/1/02	1/1/02	CHHS and Project Management Team	Ensuring that that reflects best assumptions for California	Refer to Section 7: Evaluation Plan
17. Select papers for symposia	11/15/01	✓	CHHS and Project Management Team	List of reform options to be investigated further	Refer to Section 7: Evaluation Plan
18. Prepare and disseminate draft option papers and preliminary quantitative analysis in preparation for symposia.	1/1/02	1/1/02	CHHS, Project Management Team and CRB	Post option papers and analysis on website and mail to interested parties	Refer to Section 7: Evaluation Plan

Task 4: Develop, Present and Discuss Options					
Action Steps	Anticipated Completion Date	Complete or estimated completion date?	Responsible Agency or Person	Anticipated Results	Evaluation/ Measurement
1. Develop overall stakeholder strategy	3/1/01	✓	CHHS, Project Management Team and CRB	Identification of stakeholder and public outreach activities	Refer to Section 7: Evaluation Plan; the strategy includes the convening of a stakeholder advisory group to review proposals, the model assumptions and to help design the symposia.
2. Develop and publicize website	4/1/01	✓	CHHS, CRB, Project Management Team and contractor	Open site with all available documents	Refer to Section 7: Evaluation Plan
3. Develop schedule for symposia	8/1/01	✓	CRB	Schedule and location for symposia	Refer to Section 7: Evaluation Plan
4. Identify mailing lists/invitees; organize logistics for symposia.	9/1/01	✓	CRB and contractor as needed	Ensure broad contact with all interested parties	Refer to Section 7: Evaluation Plan
5. Disseminate reform option papers and preliminary quantitative analysis.	1/1/02	1/7/02	CRB and contractor	Post papers on website and mail to interested parties	Refer to Section 7: Evaluation Plan
6. Conduct 5 symposia	1/02 thru 2/02	1/24/02-2/22/02	CRB and contractor	Conduct 4 sessions on reform options and final comparative session	Refer to Section 7: Evaluation Plan
7. Analysis from symposia incorporated into option papers and evaluated by model.	2/15/02	2/15/02	CRB, contractor Option authors, and model contractor.	Finalize option papers based on analysis from symposia.	
8. Prepare and disseminate report of symposia, including finalized options papers and final quantitative analysis.	3/1/02	3/1/02	CRB and contractor	Provide summary of discussion and feedback collected at symposia	Refer to Section 7: Evaluation Plan

Task 5: Produce Final Reports					
Action Steps	Anticipated Completion Date	Complete or estimated completion date?	Responsible Agency or Person	Anticipated Results	Evaluation/ Measurement
1. Prepare and submit HRSA report on reform options and analysis.	9/30/01	✓	CHHS, CRB, and Project Management Team	Meet HRSA report requirement.	Refer to Section 7: Evaluation Plan
2. Prepare and submit status report to Legislature.	11/30/01	✓	CHHS, CRB and Project Management Team	Meet SB480 report requirement.	Refer to Section 7: Evaluation Plan
3. Provide final report on options, model estimates, and results of public discussions	03/28/02	3/28/02	CHHS, CRB and Project Management Team		